

HEAT CONTROLLER, INC.

INSTALLATION MANUAL

Packaged Terminal A/C & Heat Pumps

Main Duct Kit:

Part No. 7602-502

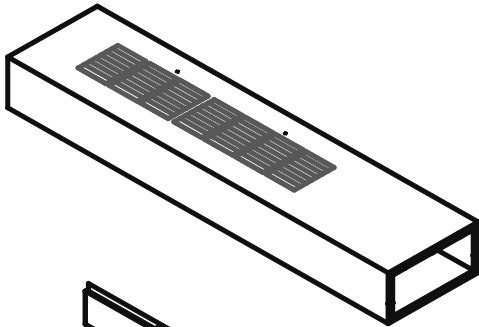
Duct Termination Kit:

Part No. 7602-503

Duct Extension Kit:

Part No. 7602-504

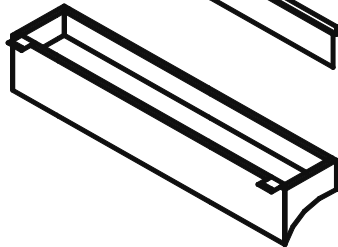
**MAIN DUCT KIT
PART No.7602-502**



MAIN DUCT



60/40 VOLUME BAFFLE



TRANSITION COLLAR



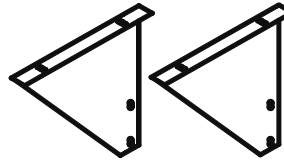
14 X No.8 SCREW



4 X 1/4-20 MACHINE SCREW



4 X 1/4-20 NUT



MOUNTING BRACKETS

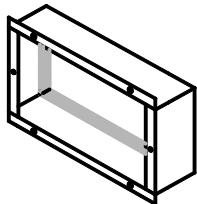


END CAP



FOAM GASKET

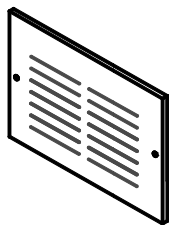
**DUCT TERMINATION KIT
PART No.7602-503**



WALL COLLAR

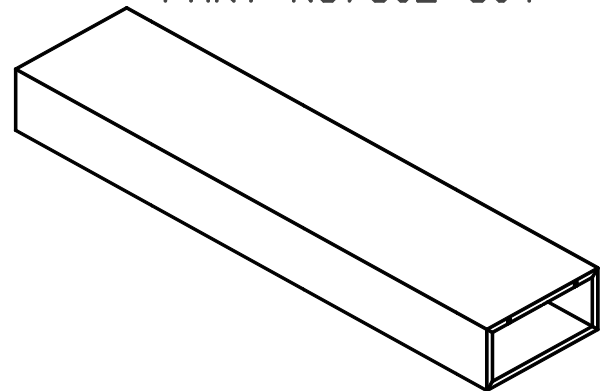


6 X No.8 SCREW



GRILLE

**DUCT EXTENSION KIT
PART No.7602-504**



2 X No.8 SCREW

⚠ NOTICE TO INSTALLER

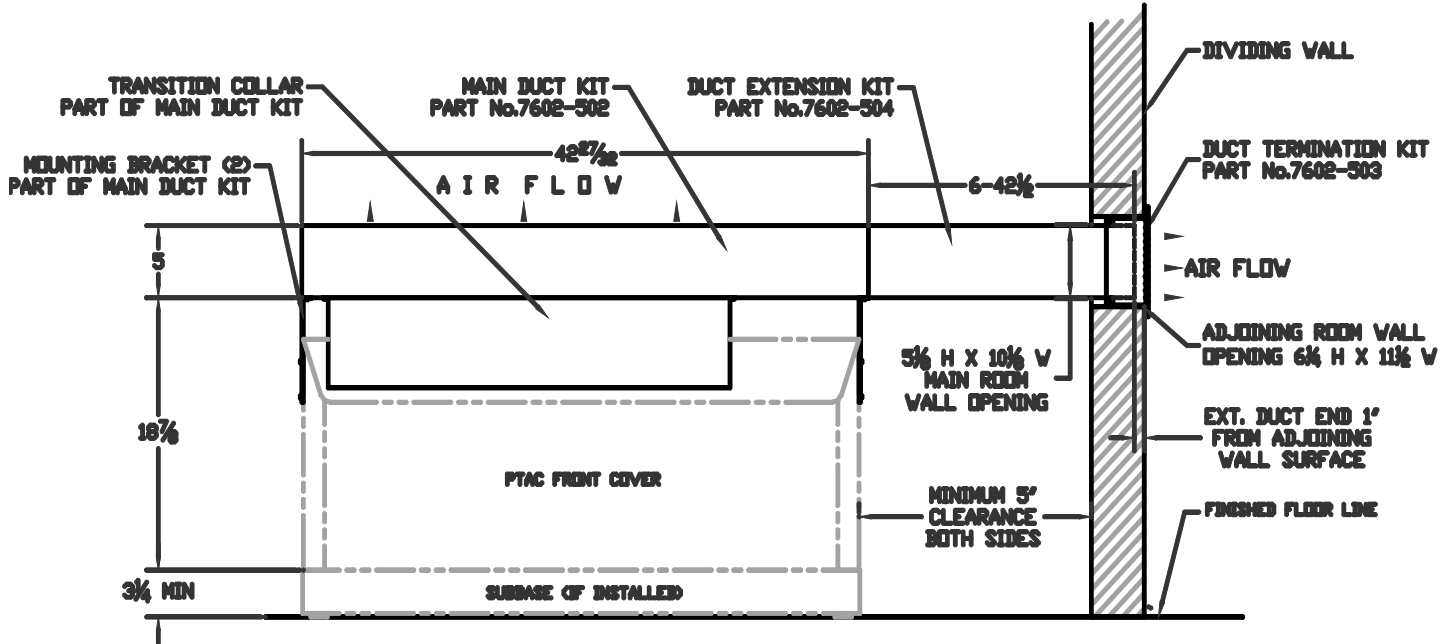
As an installation professional you are obligated to know the product better than the end-user, including but not limited to best installation practices and all safety precautions. Before installing the product, read and fully understand this Installation Guide. Note and heed all safety warnings. It is YOUR responsibility to safely and correctly install the product while being able to instruct the end-user in its safe use and maintenance (if applicable). **The safety precautions listed in the guide are a supplement to existing industry best practices. If any safety precaution in this guide is contradictory to existing practices, this guide shall take precedence.**

The information contained is only a guide. It is impossible to test for all situations and conditions the product may be subjected to in the field. It is the responsibility of the installer to ensure the product meets the requirements for the intended purpose and to remedy any faults (if any) with the guidelines. The installer is liable for any loss or damages, however caused, by installation and use of this product. Check building codes in your jurisdiction to ensure your intended installation is compliant.

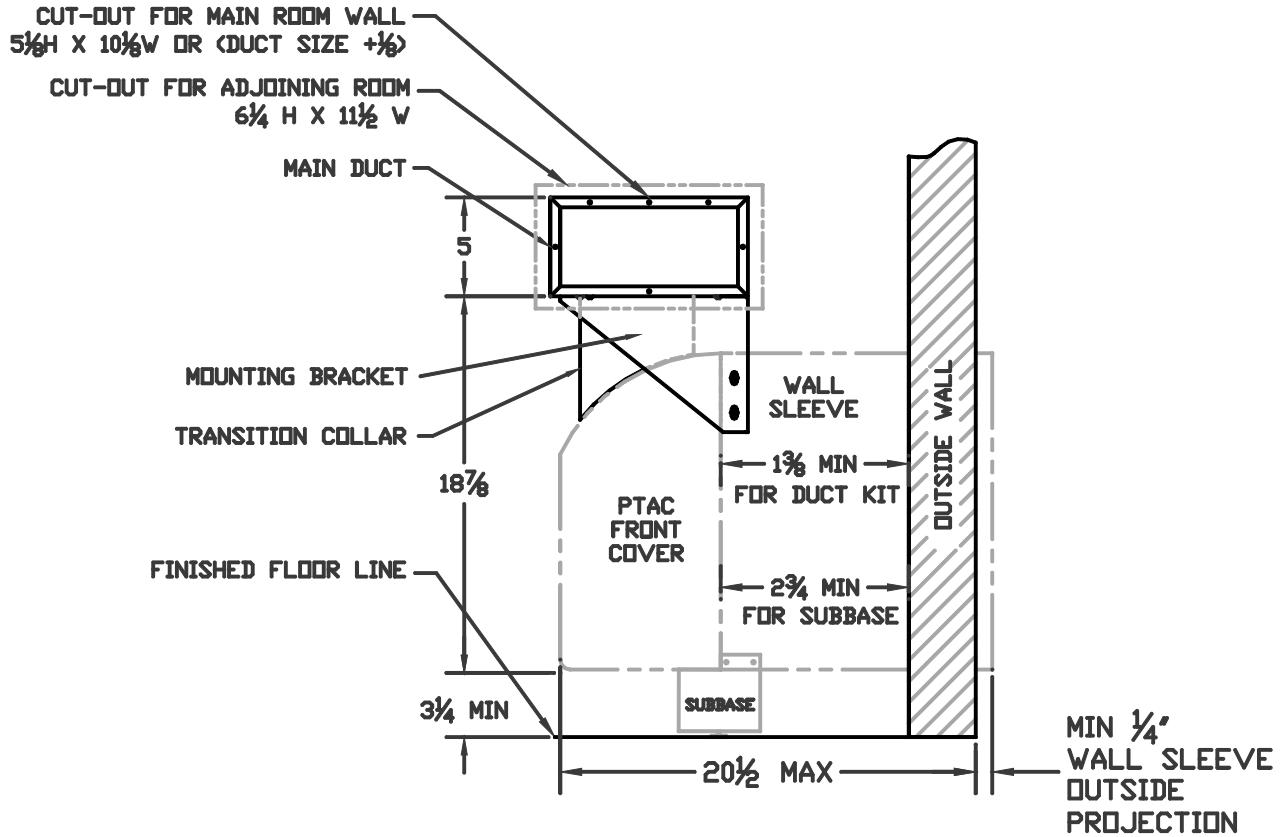
Specifications and performance data listed herein are subject to change without notice

INSTALLATION DIMENSIONS AND MINIMUM CLEARANCES

ALL MEASUREMENTS IN INCHES UNLESS OTHERWISE NOTED



FRONT ELEVATION



RIGHT HAND ELEVATION

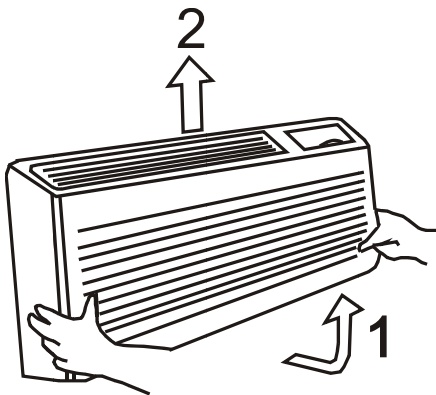
MAIN DUCT KIT INSTALLATION GUIDE



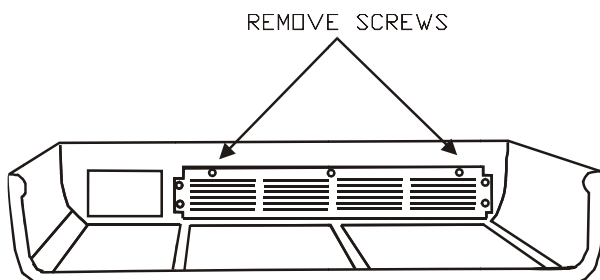
WARNING | HIGH VOLTAGE! | RISK OF ELECTRIC SHOCK!
Disconnect ALL power before installation or service. Unit may have multiple power sources.
Failure to disconnect all power can cause property damage, personal injury or death

PTAC PREPARATION

1. Examine PTAC front cover. Cover may be secured by a screw(s). If present, screws can be removed through the front intake louvers.
2. Remove the cover from the chassis by pulling on the bottom of the cover away from the chassis until the retaining clips disengage (1). Then lift up (2)



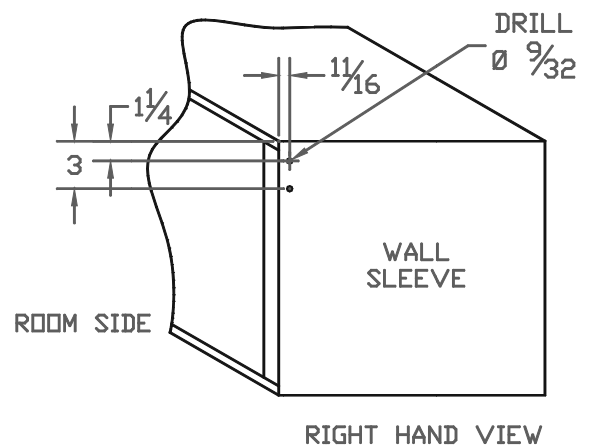
3. Disassemble the existing discharge grille from the front cover by removing the screws.



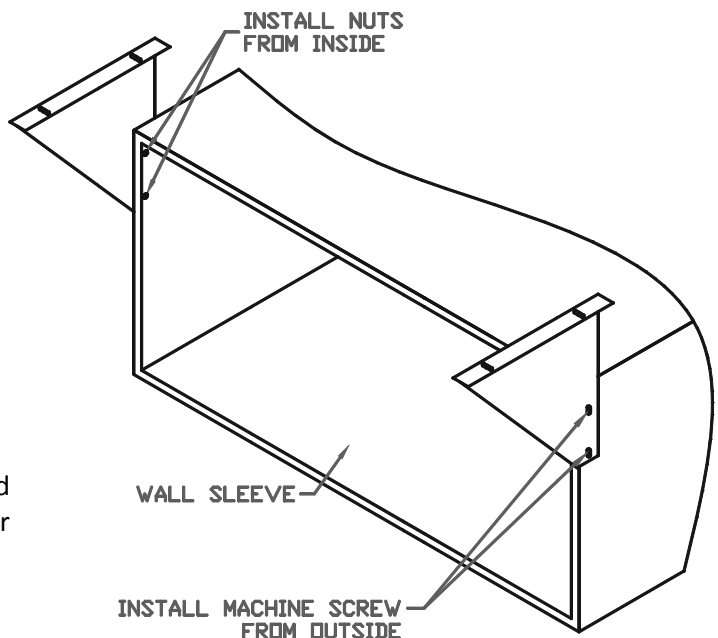
4. Set the cover aside for later re-installation.
5. After ensuring ALL power sources are off, unplug and remove chassis from wall sleeve. Set chassis aside for later re-installation.

WALL SLEEVE PREPARATION

1. Mark and drill two (2) 9/32" holes on the right and left of the Wall Sleeve in locations as shown below. (Right hand shown). If clearances do not allow, layout and drill holes from the inside of the Wall Sleeve.

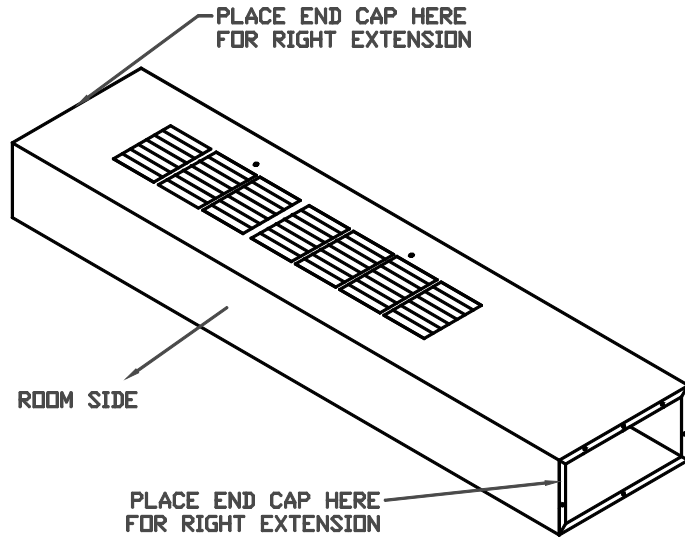


2. Install the two Mounting Brackets provided as shown in the figure below.

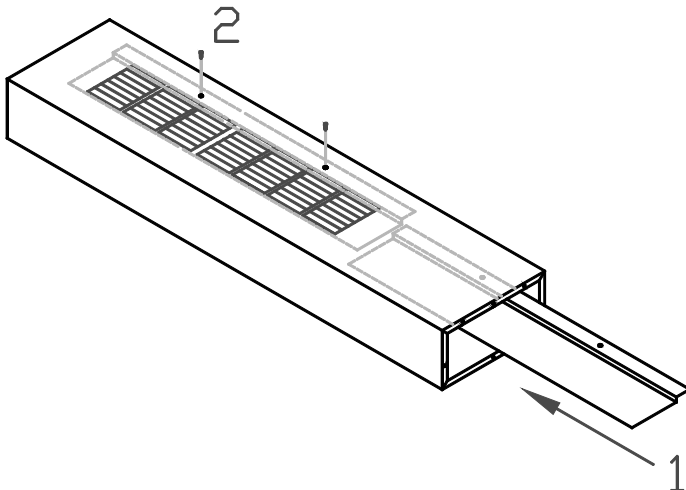


PRE-ASSEMBLY OF MAIN DUCT

1. Determine if the duct is to be extended to the right of the unit or to the left. Install the end cap on the side opposing the extension. See figure below. If desired the end cap may be sealed with part of the foam tape provided with the kit. This is recommended to reduce possible leakage.

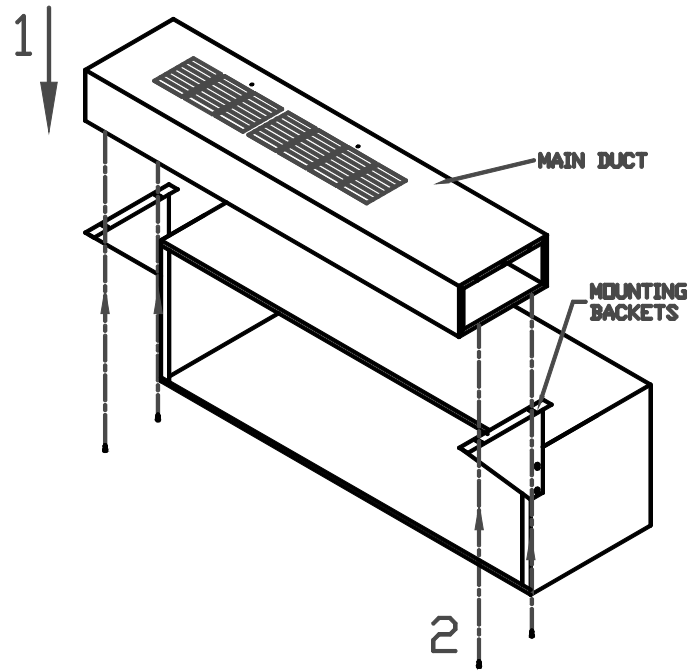


2. **SET AIR DISTRIBUTION:** The duct is factory preset for 80% main room and 20% adjacent room air distribution. Install the Volume Baffle provided for a 60/40 air distribution.
3. To install the Volume Baffle, position the baffle through the open end of the Main Duct (1) and align with holes in top of duct. Install two of the provided No.8 screws through the holes and into the baffle (2)

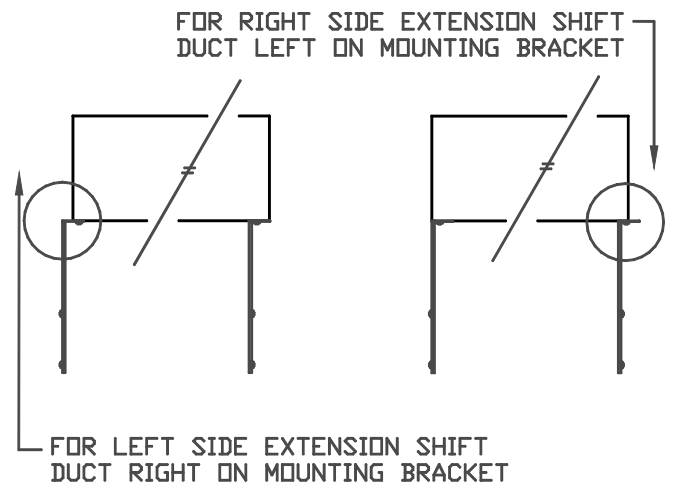


INSTALLATION OF MAIN DUCT KIT

1. Place the Main Duct atop the Mounting Brackets as shown below (1). Install 4 No.8 screws to secure the duct to the Mounting Brackets (2). Do not fully tighten.



2. **IMPORTANT!** See figure below for duct position on brackets. Shift right or left based on your installation and final tighten the screws on bottom.

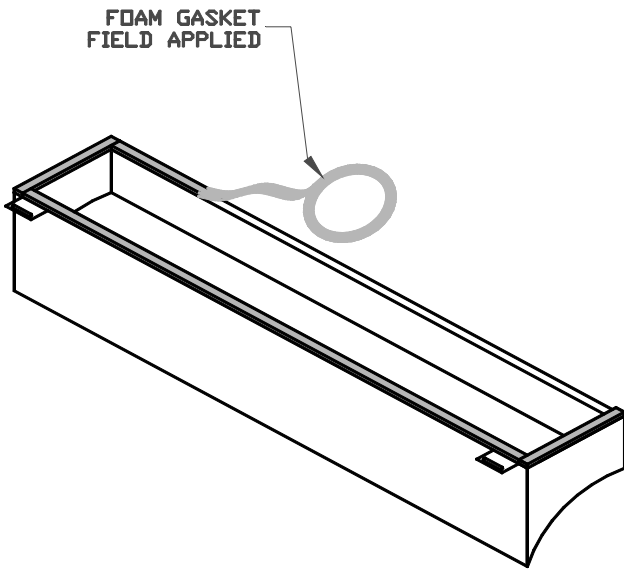


3. Re-install the PTAC chassis and front cover.

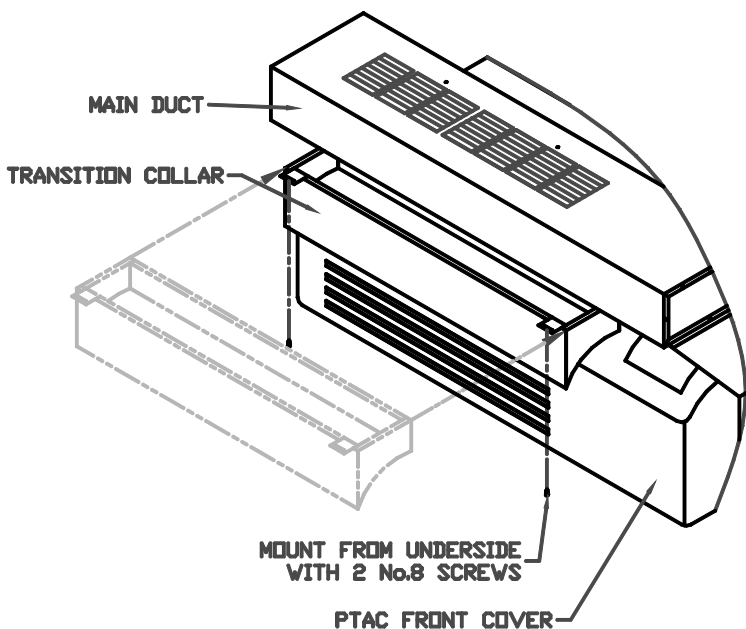
NOTE: Access to the control panel and view of the controls will be restricted once the main duct is installed. The cover will not open fully or stay open by itself. It is suggested that a remote wired or wireless thermostat be used for convenience.

INSTALLATION OF TRANSITION COLLAR

1. Apply the foam gasket included in the kit to the top flange of the Transition Collar.

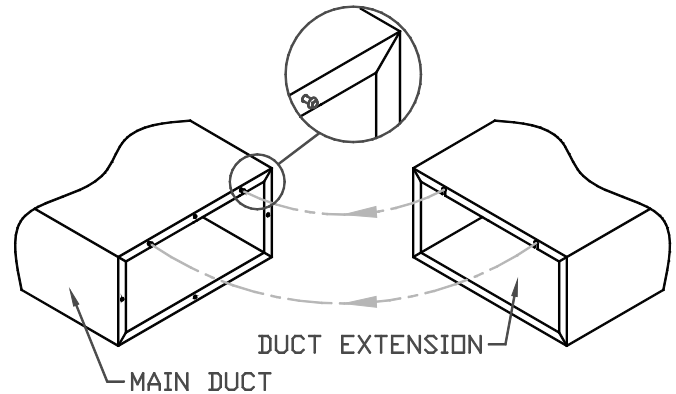


2. Position the Transition Collar under the Main Duct. Install the collar as shown below. Ensure the oblong holes in the tabs on the Transition Collar are correctly aligned with the corresponding holes in the bottom of the Main Duct. Ensure the collar is correctly aligned with the air discharge opening on the front cover.



INSTALLATION OF DUCT EXTENSION KIT

1. Install two No.8 screws provided into the top flange of the Main Duct, at the extension end. Do not tighten the screws. Leave enough space for one thickness of duct material (about the thickness of a credit card) between the flange and the screw head. See figure below.



IMPORTANT NOTE: Total length of duct extension assembly, including any field supplied duct between main and extension duct, should not exceed 15 effective feet (according to ASHRAE standards).

For steps 2-4 reference Installation Dimensions and Minimum Clearance drawing on page 2

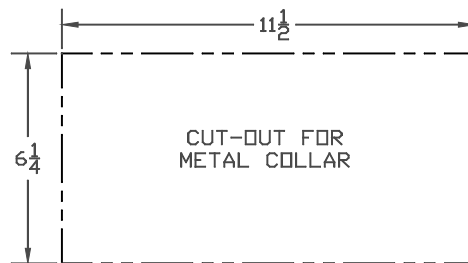
2. In the room where the Main Duct kit is attached to the Wall sleeve, cut a hole in the wall at the same height from the floor that the Main Duct is located. Cut the hole 1/8" larger than the width and height (1 0" x 5") dimensions of the Duct Extension. **TIP:** Use a long spirit level to transfer the cut-out position exactly based on the position of the Main Duct.
3. Measure from the end of the Main Duct where the extension will be connected to the hole in the wall. If necessary, cut the Duct Extension to a length where the cut end protrudes into the wall's inner space and one inch from the adjoining room's wall surface.
4. Insert the Duct Extension into the opening in the wall. Install the Duct Extension by placing the slotted flange over the two screws in the Main Duct. Using two No.8 screws, mount bottom of Duct Extension to Mounting Bracket through the bracket slots.

INSTALLATION OF DUCT TERMINATION KIT

IMPORTANT NOTES:

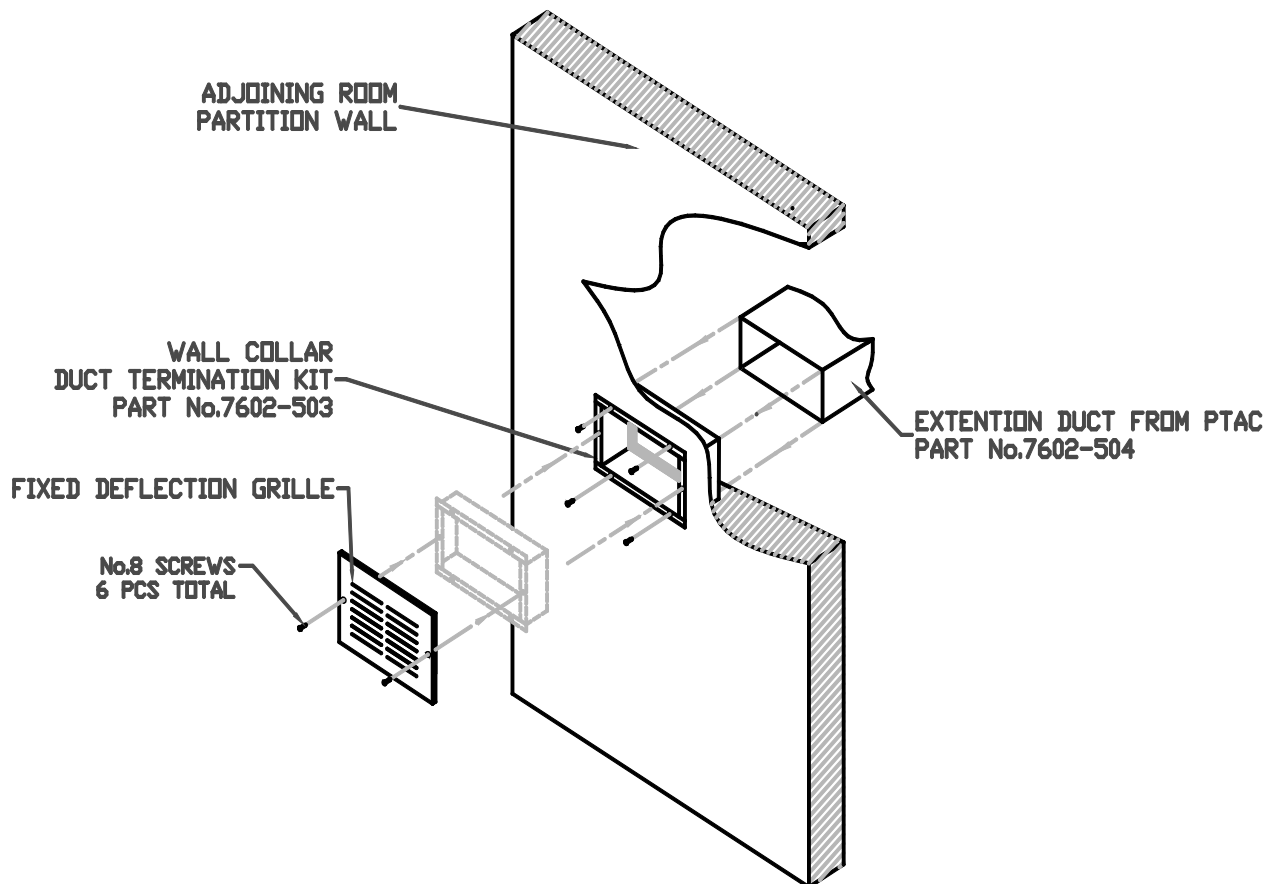
- Any field supplied grille must have fixed louvers that cannot be closed.
- Installer must determine if any field supplied hardware such as wall plugs or anchors are required to complete the installation based on wall construction. Survey the installation area before you begin.
- The Sheet Metal Collar of the Duct Termination Kit must be mounted in the wall of the adjoining room opposite the room where the Main Duct Kit is attached to the PTAC Wall Sleeve.

1. Cut a hole in the wall of the adjoining room such that the hole is centered on the Duct Extension that is currently in the wall of the opposite room.



2. Insert the Sheet Metal Collar into the wall so that the flanges will mount flush to the wall after the collar is pushed all the way into the wall. While pushing the collar into the wall, make sure the Extension Duct is inside the collar. Use four No.8 screws provided to attach metal collar to wall.

3. Center the Metal Grille over the Sheet Metal Collar and use two #8 screws (provided) to attach the grille to the metal collar.



Design, material, performance data and components
subject to change without notice.

HEAT CONTROLLER, INC.

1900 Wellworth Ave., Jackson, MI 49203 ♦ Ph. 517-787-2100 ♦ Fax 517-787-9341

THE QUALITY LEADER IN CONDITIONING AIR

www.heatcontroller.com